



Montana
Office of Public Instruction
Denise Juneau, State Superintendent



MontCAS
Montana Comprehensive Assessment System
December 2009 Newsletter

2009-2010 MontCAS Testing Windows

October 19 - November 20, 2009	English Language Proficiency (ELP), Grades K-12
February 9 - March 24, 2010	CRT-Alternate, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.
March 1 - March 24, 2010	CRT, Grades 3-8 and 10, Reading and Math; Grades 4, 8, and 10, Science.



*A Combined Assessment and 2010 MontCAS
Test Administration Training Conference
January 28 and 29, 2010*

It is with sadness that we report the death of Dr. Gerald W. Bracey, our scheduled keynote speaker. We were looking forward to his wisdom at our conference and to his continued significant role in understanding and using educational data and research.

Dr. Stanley Rabinowitz will open the conference on Thursday, January 28 with a keynote address on balanced data. Dr. Rabinowitz is national expert on assessment and data issues and a valued member of the OPI Technical Advisory Committee. He was the keynote speaker at the first assessment conference in 2006.

Dr. Martin Horesji will present a keynote address on Friday, January 29 on displaying data. Dr. Horesji is an assistant professor of instructional technology and science education at the University of Montana.

Information about Dr. Rabinowitz and Dr. Horesji will be posted on the assessment conference link: <http://www.opi.mt.gov/AssessConf/Index.html>

More Information about the Conference:

- January 28-29, 2010, Red Lion Colonial, Helena
- Sessions on assessment and data topics and training for the 2010 MontCAS test administration.
- Begins with registration and breakfast at 7:15 am on Thursday, January 28 and concludes after lunch at 1:30 pm on Friday, January 29.
- Breakfasts, lunches, and breaks will be provided.
- A block of rooms at a special rate at the Red Lion has been reserved. Please contact the Red Lion to make your reservation:
 - 406-443-2100 or www.redlion.com
 - The group code is ASSE0127 and must be included in your reservation to receive the conference rate.
- Early registration fee is \$60. After January 5, the registration fee is \$70.
- Please go online to register.
<http://www.opi.mt.gov/AssessConf/Index.html>
- Conference support is provided by Montana State University Conference Services Department. Please contact them at 406-994-3333 or stephanie.stratton@montana.edu with any registration questions.
- Refunds for registration must be requested in writing and received by January 14, 2010 for a refund of the registration fee, minus a \$25 administrative fee. No refunds will be approved for requests received after January 14, 2010.
- Montana educators are invited to submit proposals for presentations by December 20, 2009 at the following site:
<http://www.opi.mt.gov/AssessConf/Index.html>



**FAME: Formative Assessment
for Montana Educators**

an online class presented by the Office of Public Instruction in partnership with UCLA/CRESST and Education Northwest concluded on December 3. We thank Margaret Heritage, Jim Popham, Rick Stiggins, Caroline Wylie, and other educators from Montana and across the country for contributing to this first online class. More than 60 Montana educators participated in the class, many of them for graduate credit. Links to the recorded sessions, information about the class, and the syllabus are at the class site:

<http://www.opi.mt.gov/Assessment/Heritage.html>

OPI is currently planning future presentations and classes. Please check the MontCAS Presents site for information as it is available.

<http://www.opi.mt.gov/Assessment/MCPresents.html>

CRT and CRT-Alternate



Accommodations for the Spring 2010 CRT Administration

Most students will participate in the CRT using no accommodations. Some will use standard accommodations. A few students, because of their unique needs, will take the CRT using non-standard accommodations.

It is important for educators to review student IEP determinations for all students with disabilities to ensure that the appropriate accommodations will be available during the testing window for each student.

It is also important to review accommodations and their use for general education students.

Guidance regarding the administration of the CRT with accommodations is provided in a memo at the following link:

<http://www.opi.mt.gov/pdf/Assessment/CRT/TA/10CRTAccommodClarify.pdf>

Please note:

- The accommodations for the Spring 2010 CRT are the same as in 2009. However, the memo and the *Spring 2010 OPI CRT Accommodation Manual* provide specific guidance on many of the accommodations.
- System Test Coordinators can expect to receive the *Spring 2010 OPI CRT Accommodation Manual* February 5 - 10, 2010 for distribution to schools and for test administration training.



Large Print Versions of the CRT

- System test coordinators can order the large print versions online <http://iservices.measuredprogress.org>
 - Choose Montana and click Enter
 - Choose "Order Large Print Test Booklets"
- You will need state student ID, grade, and school for each student requiring the large print version.
- **Order deadline: January 22, 2010.**



Registration for the Spring 2010 CRT-Alternate

The window for registering currently enrolled eligible students for the CRT-Alt closed on December 1, 2009. Thank you to system test coordinators and special education directors and teachers for your work in registering your students.

A window in January will open to register eligible students who enroll after December 1 and any students not registered in the October 12-December 1 window. Please contact Judy Snow regarding those students who should have been registered in the October-December 2009 window.

Reminders:

- Case managers need to notify the system test coordinator as soon as possible of the students at each grade level who need to be administered the CRT-ALT.
- All students who are eligible for the CRT-Alternate must be registered for the 2010 administration, including students who have been registered for and taken the CRT-Alternate in previous years.
- Guidelines for eligibility for the CRT-Alternate are online at

<http://www.opi.mt.gov/PUB/PDF/Assessment/CRT/TA/09CRTAltGuidance.pdf>

Registration Windows

October 12 - December 1, 2009 Window has closed	For students currently enrolled in your school
January 4 - January 15, 2010	For students who enroll in your school after December 1, 2009
After January 15, 2010	For students who enroll after January 15, 2010, please contact Judy Snow at 406-444-3656 or jsnow@mt.gov

Registration Details

- You may continue to view and print lists of registered students at the site, but students can not be registered until the new registration window opens on January 4, 2010.
- To access the site, use the MARS user name and password for your system.
<http://iServices.MeasuredProgress.org>
- Select "Montana" or "Montana Alternate Assessment"

Full instructions are at the following link:

<http://www.opi.mt.gov/pdf/Assessment/CRT/TA/10AltRegInstruc.pdf>



Event and Materials Schedule CRT and CRT-Alternate

 Indicates AIM Collections

Date	Event/Materials
January 4-15, 2010	CRT-Alt Online Registration is open for students enrolled in the system/school after December 1, 2009. Please use the same instructions and passwords as for the October/November window. For students enrolled after January 15, please contact Judy Snow, 406-444-3656 or jsnow@mt.gov
January 11-29, 2010*	AIM* Assessment Registration Collection. Update enrollment records for all students as of the 1 st day of second semester. Barcode labels generated for students in grades 3-8 and 10.

January 22, 2010	January 22 is the deadline for registering students to receive a large-print version of the CRT. System test coordinators order the large print versions online http://iservices.measuredprogress.org <ul style="list-style-type: none"> • Choose Montana and click Enter • Choose "Order Large Print Test Booklets" • You will need state student ID, grade, and school for each student requiring the large print version.
January 25-26, 2010	System Test Coordinators receive memo mailed by Measured Progress. The memo contains the password necessary for access to the CRT-Alternate Test Booklets online.
January 28-29, 2010	Statewide Test Administration Conference/ Assessment Conference (Helena)
January 29, 2010	CRT Test Coordinator and Test Administrator Manuals posted online.
February 1-8, 2010	System Test Coordinators download and print: <ul style="list-style-type: none"> • <i>CRT-Alternate Test Administration Manual</i> • CRT-Alternate Test Booklets for teachers administering the alternate assessment. NOTE: System Test Coordinators need the password in the memo from Measured Progress received January 25 – 26, 2010.
February 2, 2010*	OPI sends Measured Progress file from AIM to generate CRT barcode labels. Any students that enroll after 2/1/09 will not have a barcode label.
February 5-10, 2010	System Test Coordinators receive CRT- Alternate Testing Materials, <i>CRT Test Coordinators Manual</i> , CRT Test Administration Manuals, Pre-Administration Training CDs and other test documents shipped by Measured Progress
February 5-10, 2010	System Test Coordinators receive 2010 OPI Test Security Guidelines and 2010 Accommodations Guidelines, training materials, and non-disclosure forms mailed by OPI.
February 9-March 24, 2010	CRT-Alternate Assessment Test Window (Please note: The first week is intended for preparation.)
February 17- 23, 2010	System Test Coordinators receive CRT testing materials from Measured Progress.
March 1-24, 2010	CRT Test Window
March 1-26, 2010*	AIM* Program Participation Collection. March 26 is the deadline. Data should reflect status as of March 9, 2010.
March 9, 2010*	Test Window Count Date. Students enrolled in the school on this date make up the set of students to participate in the CRT assessment. Data should be reported in the Program Participation and Test Window Attendance Collections for these students.
March 9-26 2010*	AIM* Test Window Attendance Collection. March 26 is the deadline. Data should reflect counts taken for March 9, 2010.
March 26 to May 9, 2010*	OPI staff work with District AIM specialists to cleanup and verify AIM data. For more information, see table on pages 7-8.

March 29, 2010 March 30, 2010	<p>March 29 is Last Day for System Test Coordinators to schedule UPS pickup and March 30 is the Last Day to ship via UPS used CRT Answer Booklets, used and unused CRT Test Booklets, and Tyvek envelopes for each student who took the CRT-Alternate.</p> <p>The Tyvek envelopes should contain:</p> <ul style="list-style-type: none"> • Used CRT Alternate Answer Booklets** • CRT-Alt Test Booklet which contains the scored results • Evidence Forms <p>**NOTE: The CRT-Alternate Answer Booklets are the same documents as those for the CRT. The difference is that the teacher transfers the results of the CRT-Alt administration from the CRT-Alt Test Booklets.</p>
April 2, 2010	<p>All used Answer Booklets must be RECEIVED by Measured Progress. Used Answer Booklets received after this date could result in the delay of the reporting of all results.</p>
May 10, 2010*	<p>Testing (AYP) Snapshot of data from AIM. Snapshot of all students enrolled on 3/9/10 used for determining student groups for AYP calculation and state and federal reporting. Snapshot data used to populate MARS. Any changes made in AIM after May 9, 2010 will NOT be reflected on MARS or in AYP calculations.</p>



How the AIM Collection Schedule Affects CRT Processes

The OPI has changed the AIM Collection Schedule in order to meet requirements for No Child Left Behind (NCLB) regarding the timeline of providing Adequate Yearly Progress (AYP) results to districts.

- OPI staff will take a “snapshot” or freeze data from AIM on May 10, 2010. This data set will reflect all students enrolled on 3/9/2010 and their program participation (meal status, special ed status, LEP, race/ethnicity) that will be used to determine student groups.
- This snapshot data set will be used to populate MARS (Montana Analysis and Reporting System from Measured Progress) and will be used in the calculations for AYP.
- We encourage districts to plan ahead to make certain that data is submitted to the OPI by the collection deadline.
- This allows AIM staff to aid districts as they verify the accuracy of the data and ensures quality data is used in the AYP calculations.
- The revised AIM Collection Schedule can be found at:
http://www.opi.mt.gov/PUB/AIM/AIM%20Collections/09_10AIMCollectionSchedule.pdf



The table below provides more detailed information about the AIM collections that are referenced in the Event and Materials Schedule table on pages 4 - 6.

Dates	Collection	Description
January 29, 2010 is the deadline for entering enrollment data (used for barcode label) in AIM.	Assessment Registration (January 11 - 29, 2010)	<ul style="list-style-type: none"> The Assessment Registration Collection will be used to register students for the statewide CRT and CRT-Alternate. Enrollment and program participation data should be submitted and accurate as of the first day of the second semester. Student data will be extracted from AIM on February 2, 2010 to create student barcode labels. Students not reported in AIM at this time will not have barcode labels. Schools will have the option of entering additional sort criteria (i.e. teacher name or classroom) if they want to receive student barcode labels and test scores organized by teacher name or classroom. <ul style="list-style-type: none"> Test booklets are sorted by grade level by default, so there is no need to add the grade to the "sort by" field. Teacher name, classroom number, or other identifier should be used to further sort the test booklets. If the teacher/classroom "sort by" field* is not completed in this collection, the barcode labels will continue to be organized by school, grade, and in alphabetical order.
March 9, 2010 is the Test Window count date. March 26 is the due date to update Program Participation data in AIM.	Program Participation (March 1 – 26, 2010)	<p>The Program Participation Collection asks schools to enter or update program participation data. The data should reflect the status of a student's program participation as of March 9, 2010. These data will be used to identify specific student sub-groups and participation in various state and federal programs. The data are used in Adequate Yearly Progress (AYP) calculations, and for state and federal reporting purposes.</p> <p>Schools will have the option of entering additional sort criteria (i.e. teacher name or classroom) if they want to receive test scores organized by teacher/classroom.</p>
March 9, 2010 is the Test Window count date. March 26 is the due date to have information complete in AIM.	Test Window Attendance (March 9-26, 2010)	<p>The Test Window Attendance Collection will be used to collect the aggregate hours and absent counts of all students enrolled at the school as of March 9, 2010. These data will be used as part of the calculations of the attendance rate and test participation rate for AYP.</p>
March 26-May 9, 2010	Data Verification Window	<p>Once data has been entered into AIM, district specialists should begin the data verification process. AYP calculations use AIM data, so accurate data is a must. Don't wait until the last minute! By May 9, all data in AIM must reflect enrolled students and program participation as of 3/9/10. This is the final cleanup and verification before the results are reported on MARS and used for AYP calculations. OPI recommends great care in checking and verifying your data including:</p> <ul style="list-style-type: none"> Students who take the CRT-Alternate must be coded in AIM as Special Ed Status 'Yes'. If Special Ed Status is 'No', they will be considered non-participants and receive a score of Novice.

		<ul style="list-style-type: none"> Enrollment End dates must be entered in AIM in a timely manner for students who exit your system/school. The voided barcode label form is a vehicle for you to account for students (and unused booklets) but does not end the enrollment record in AIM. If AIM is not updated, those students will be considered non-participants and receive a score of Novice. <p>Please check with AIM or Assessment staff if you have questions on other AIM data, test or AYP results.</p>
May 10, 2010	Test Window Snapshot	<p>Testing (AYP) Snapshot of data from AIM. Snapshot of all students enrolled on 3/9/10 used for determining student groups for AYP calculation and state and federal reporting. Snapshot data used to populate MARS. Any changes made in AIM after May 9, 2010 will NOT be reflected on MARS or in AYP calculations.</p>



"Sort By" Field in AIM

AIM Collections include a "Sort By" field. Schools have the option of entering additional sort criteria (i.e. teacher name or classroom number) if they want to receive student barcode labels and test scores organized

by teacher name or classroom.

If you enter data in the "Sort By" field* on the student's enrollment record in AIM:

- **During the January collection**
 - Barcode labels will be sent to schools sorted by school, grade level, "Sort By", then alphabetical by name.
 - **And** 2010 roster and other classroom reports posted on *MARS* will be sorted by the criteria in the "Sort By" field.
 - If this optional field is not completed during the January collection, the barcode labels will continue to be organized by school and grade, and in alphabetical order.
- **During the March program participation collection**
 - 2010 roster and other classroom reports posted on *MARS* will be sorted by teacher/classroom.

NOTE: Teacher information is NOT collected at the time of testing, and class header sheets are NOT included with testing materials. For 2010 roster and other classroom reports to be sorted by teacher/classroom, the "sort by" field* needs to be completed in either the January Assessment Registration Collection or the March Program Participation Collection.

More Details on "Sort By" Field

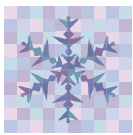


- It is an optional field.
- Schools can enter whatever specific criteria they choose in this field. This may include the specific homeroom or classroom number (i.e., "2A"), a specific teacher name (i.e., "Mrs. Smith" or "Julie Smith"), or other identification characteristics such as an instructional team name that designate how the test booklets should be grouped.

- Criteria entered for a specific class or group must match.
 - "Mrs. Smith" and "Mrs Smith" will sort differently (Please note in the example the first Mrs. Smith contains punctuation and will sort differently than the second Mrs Smith which does not contain punctuation.)
- Do not enter the grade level in the "Sort By" field. The booklets are already sorted by grade level.
- Please do not use commas in this field.
- The "Sort By" field is a part of the enrollment file upload (field 16). AIM Specialists may also enter data in the "Sort By" field through Direct Entry. The field is located in each student's enrollment record under the state reporting field window.
- System Test Coordinators should work with the AIM specialists to determine what type of criteria will be used and how to enter it in the "Sort By" field.
- Below is a snapshot of the student's enrollment record in AIM, with the "Sort By" field circled in red.

The screenshot shows the 'Enrollments' tab in the AIM system. The 'Optional Sort By' field is circled in red, and a red arrow points to it. The form includes various sections for data entry:

- State Reporting Fields:** Includes dropdowns for 'Serving District' and 'Resident District', and checkboxes for 'State Exclude' and 'New'.
- Attendance and Enrollment Information:** Contains sections for 'Fall Attendance Count', 'Spring Attendance Count', and 'Test Window Attendance Count', each with aggregate hours, absent counts, and checkboxes for exclusion rules.
- Title I Targeted Assistance Program:** Includes checkboxes for 'Title I', 'Title I Instructional Services' (Reading/Lang Arts, Math, Science, Social Sciences, Vocational/Career, Other), and 'Title I Support Services' (Health, Dental and Eye Care, Guidance/Advocacy, Other).
- Title I - Other:** Includes checkboxes for 'Title I Part A Neglected' and 'Title I Part D Delinquent and served by:'.
- Other Program Participation:** Includes checkboxes for 'Free/Reduced Meal', 'Receives Supplemental Educ Svcs (SES)', 'LEP', 'Date 1st Identified as LEP', 'Date English Proficient', 'Primary Language', 'Language Of Impact', 'Title III', 'Migrant', 'Immigrant', 'Date Immigrant Entered US School', '21st Century Participant', 'Foreign Exchange', 'Gifted/Talented', 'Homeless', 'Homeless Night Time Residence', 'McKinney-Vento', 'Unaccompanied Youth', and 'Section 504'.
- Optional Sort By:** A text input field circled in red with a red arrow pointing to it.
- CTE Concentrator:** A checkbox.
- Special Ed Fields:** Includes a checkbox for 'Special Ed Status' and a dropdown for 'N: No'.



CRT Test Development Events

You are invited and encouraged to nominate yourself and/or others to participate in CRT test development sessions in Helena.

- Training is included at each session
- Lodging is provided for participants living 90 miles or more away from Helena. In addition, mileage, meals not provided during the sessions, and substitute pay are reimbursed. For the June meetings, honoraria are provided. Renewal units are also available.
- The table below lists events for April and June 2010.
- We look forward to hearing from you soon. Nomination is online at the following link:

<http://iservices.measuredprogress.org/Default.asp?ProgramID=11&submit1=Enter>

Date	Test Development Events
April 12, 2010	CRT Item Bias Review: Montana educators review the 2011 field test items for bias and sensitivity issues. Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10
April 13-14, 2010	CRT Item Content Review: Montana educators review the 2011 field test items for their content, alignment to Montana standards, and depth of knowledge. Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10
June 29-30, 2010	Final item statistical review for the 2011 operational CRT. Reading and Math, Grades 3-8 and 10 Science, Grades 4, 8, and 10

CRT and CRT-Alternate Spring 2009 Results

Reading and Math results for grades 3-8 and 10 and Science results for grades 4, 8, and 10 are posted on MARS on the secure Measured Progress site: <http://iServices.MeasuredProgress.org>

- To access the results, choose "Montana" or "Montana ALT".
- Use your MARS user name and password.
- An introduction and review webinar of MARS is online

<http://connect.opi.mt.gov/p54135371/>

The form to request additional MARS training is also online. You may request online as well as on site training.

<http://www.opi.mt.gov/PUB/PDF/Assessment/Forms/TrainRqst.pdf>



English Language Proficiency Assessment (ELP)

The testing window for the ELP ended on November 20 after a successful administration. Many thanks to system test coordinators and the test administrators for your excellent work with this assessment.

Below are the final important dates for the 2009-2010 ELP.

Karen Richem will return to the office in January 2010. Until then, if you have any questions, please contact Gayle Allen, 406-444-3511 or gallen2@mt.gov



December 4, 2009	Deadline for systems to ship testing materials to Questar.
February 2010	Questar ships reports to System Test Coordinators

Other Important Information



Grant Pilot Test

Thank you to the thirty-eight schools that stepped forward to participate in the pilot test to determine if a new test design will provide opportunities for students with IEPs who struggle with the general assessment.

In January and February of 2010, in addition to preparing for the CRT and CRT-Alternate administration, these thirty-eight schools will administer a scaffolded online test based on Modified Academic Achievement Standards.

A grant awarded by the United States Department of Education provided financing for the research, but the commitment of the participating students, Montana educators, and schools will make the difference.

To protect the privacy of the students, educators, schools, and communities, we cannot recognize these schools in public; however, their efforts will contribute to the study and potential implementation of a new test design and we thank them.



Testing Contractor Contact Information

The CRT and the CRT-Alternate – Measured Progress, Inc.

Dan Verdick, Montana CRT Program Manager

dverdick@measuredprogress.org or 800-431-8901 x2220

Nancy Hall, Montana CRT Program Assistant

nhall@measuredprogress.org or 888-792-2741

Danielle Hornsby, Montana CRT Program Assistant

hornsby.danielle@measuredprogress.org or 888-792-2741

Kevin Froton, Montana CRT-Alternate Program Assistant

kfroton@measuredprogress.org or 800-431-8901x2196

**The English Language Proficiency (ELP) Assessment – Questar
Assessment Inc.**

BJ Vickery, Program Manager

bjvickery@questarai.com or 888-854-9596



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